

DEPARTMENT OF BENEFIT PAYMENTS



May 13, 1974

ALL-COUNTY LETTER NO. 74-85

TO: ALL COUNTY WELFARE DEPARTMENTS

SUBJECT: AID CLAIMING QUESTIONNAIRE

REFERENCE:

The Automated Aid Claiming Feasibility Study Task Force, which includes the members of the Aid Claiming Subcommittee of the Fiscal Committee of the County Welfare Directors' Association, is conducting a definitive evaluation of long-standing proposals to receive the monthly integrated payroll attached to the 800 claim series in a more convenient form than paper listings. Magnetic tape and various microfilming technologies are being considered. Alterations in state and county operations are implied by this proposal.

To obtain the information needed for a sound decision, we are asking you to answer the attached questionnaire. Please use separate sheets of paper to answer each question at whatever length necessary, numbering the response to each question.

Small counties without resources to obtain access to such technologies as magnetic tape or microfilm by themselves are asked to complete the questionnaire, too, as their position will be taken into account in any proposal.

To be useful to the task force, responses should be received no later than May 29, 1974. Please submit to Charlie Pine, Department of Benefit Payments, M.S. 12-87, 744 P Street, Sacramento, California 95814. Questions may be directed to him at (916) 445-3644 or ATSS 485-3644.

Sincerely yours,

DENNIS O. FLATT
Deputy Director
Welfare Program Operations

Attachment

cc: CWDA

Sponsored by ACL # 77-15Date 3-17-77

AUTOMATED ALU CLAIMING FEASIBILITY STUDY - QUESTIONNAIRE

Preface: This questionnaire is for a feasibility study; we are trying to evaluate whether the proposal to capture the monthly integrated 801 lists on magnetic tape, microfiche, COM (Computer Output Microfilm), etc., is cost-beneficial for both counties and the state. We are not trying to design the details of a system at this time.

The scope of this proposal is the monthly integrated payroll attached to the 800 claim, not the tapes of weekly or other frequency from which counties produce warrants. Also, the proposal concerns only the fiscal aid claiming process, not the CID process, which is used to produce Medi-Cal identification cards.

Please answer questions on separate sheets, identifying each sheet by question number and by county in the upper right-hand corner.

1. What uses does your county make of its copies of the monthly integrated payrolls?
2. In what media (magnetic tape, microfiche, other) could your county presently produce the integrated payroll? Where are the resources for each located (county welfare department; county data processing department; service bureau; other)?
3. In what form(s) does your county accumulate copies of the integrated payroll for auditing requirements? Are merged listings produced on a quarterly, annual, or other basis?
4. Unlike paper listings, magnetic tape or microfilm integrated payrolls could not be altered manually after being produced by machine. Please discuss the effects this requirement would have on your work process. Consider such factors as county auditor requirements, information which can and cannot be delayed a month, need to supplement tape or microfilm with paper attachments, reorganization of workflow and changes in staffing levels required, etc.
5. What is your production cycle for the monthly integrated payroll:

Cutoff date (excluding contra rolls):
In EDP: Start:
End: (If no EDP, skip to next line)
Manual work on EDP product: Start:
End:
Additional manual work (e.g., contra rolls): Start:
End:
Sent to state:
6. What are the causes for delays in meeting the above schedule (e.g., EDP malfunctions or incorrect operations; county auditor requirements; etc.)? Approximately how often do these occur?
7. What is the present cost to your county to transmit the integrated payroll to the state? Please provide a breakout of these costs (shipping, clerical to assemble, etc.).

8. Other information or comments?

Please submit responses and form below by May 29 to Charlie Pine, Department of Benefit Payments, M.S. 12-87, 744 P Street, Sacramento, California 95814.

County _____

Prepared by _____

Phone _____

Date _____